

## How to set your Organization Type and Secretary of State File ID

**Step 1:** Browse to <https://grants.illinois.gov/portal> and sign in using your Illinois.gov Public account. If you do not have a public account or have forgotten your username or password, please refer to the appropriate FAQ at:

<https://www.illinois.gov/sites/GATA/Grantee/Pages/GranteePortalFAQ.aspx>

**Step 2:** Once signed in to the Grantee Portal click the “Edit” button at the top next to your organization name.

**Step 3:** Select your Organization Type from the drop down box.

**Step 4:** If your organization is one of the following then continue to **Step 5**. If not then skip to **Step 6**.

- Corporation – For Profit
- Corporation – Not For Profit
- Limited Liability Company

**Step 5:** Enter your Illinois Secretary of State File ID in the textbox provided. Please make sure your File ID is 8 characters in length with no hyphens or spaces. **If you cannot enter 8 characters please make sure there are no spaces preceding or following your File ID.**

For assistance in finding your SOS File ID, please browse to: <https://www.ilsos.gov/corporatellc/>

**Step 6:** Click the “Save” button at the top of the page.